



**10 Ways to be  
more "GREEN"  
in the workplace**



1. Reuse old paper for scratch paper.
2. Recycle plastic, tin and cardboard in designated bins.
3. Elect to receive paperless paychecks that can be viewed online.
4. Limit the usage of plastic utensils and Styrofoam cups by using your own drinking and eating utensils that can be hand-washed.
5. Carpool or use mass transit.
6. Print less! When necessary, print documents in black and white and use the double-sided printing option.
7. Turn off your monitors at the end of the day.
8. Turn off your lights when you leave your office or a meeting room.
9. Limit waste, pack a lunch in reusable containers.
10. Limit bottled water consumption, use water coolers.